DEFENSE CIVILIAN PERSONNEL DATA SYSTEM (DCPDS)

FOREIGN ALLOWANCE
And
NON-FOREIGN ENTITLEMENT PROCESSING GUIDE

INDEX

ADDITIONAL REFERENCES

- Defense Civilian Personnel Data System (DCPDS) User Guide at http://www.cpms.osd.mil/regmod/index_enterprise.html
- Department of State Standard Regulation (DSSR) at http://state.gov/m/a/als/c1843.htm

I. FOREIGN/OVERSEAS ALLOWANCE PROCESSING

A. INTRODUCTION

1. This document provides guidance for authorizing specific Foreign Allowances and Entitlements in the Defense Civilian Personnel Data System (DCPDS) to flow via the automated interface to the Defense Civilian Payroll System (DCPS).   The documentation and information provided herein does not constitute policy nor does it relieve the user of responsibility to obtain current authorization information from the Department of State Standardized Regulation (DSSR), DoD instructions and guidance, or agency policy determinations. The intent of this document is to provide DCPDS processing instruction to ensure accurate and consistent maintenance of allowance and entitlement data across the Department of Defense. As necessary, information is quoted from the DSSR to clarify the intent of a given data field or input value. The quotations are affected by changes to the DSSR, but may not be immediately updated in this document.

2. Not all foreign allowance types are supported by DCPDS and DCPS interface processing. Allowances authorized that are not included in this document are manually entered into the payroll system from the completed Foreign Allowances Application, Grant and Report, SF-1190, and appropriate worksheets. The following payments types must be submitted via FAX to the appropriate payroll center.
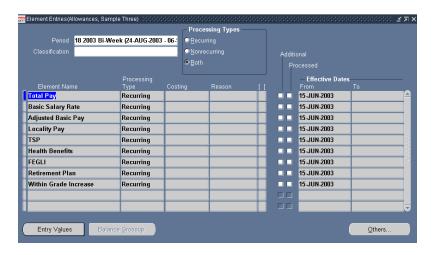
> Temporary Quarters Subsistence Allowance (TQSA)
> Advance of TQSA
> Foreign Transfer Allowance (FTA)
> Advance of FTA
> Advance of Living Quarters Allowance LQA)
> Transitional Separate Maintenance Allowance (TSMA)

3. New processes may be defined for inclusion in the automated interface process only after coordination between CPMS Functional Requirements staff, and Defense Finance and Accounting Service (DFAS), Systems Management Office (SMO) to ensure methods, values, and results are appropriate for system compatibility. This essential coordination is also required for temporary workaround processes that may be required because of unique record conditions or system functionality interruptions.

4. New procedures have been implemented for foreign allowance authorizations resulting from TDY events after completion of the TDY period. Payroll Centers have provided a new Remedy form to be used specifically for authorizing Imminent Danger Pay, Danger Pay and Post Differential with beginning and end dates AFTER the employee returns from TDY. HR members with DFAS Remedy access will enter the information on the form and submit it to the payroll center for payment. The transactions will NOT be recorded in DCPDS, but the authorizing SFs-1190 must be maintained as usual. Waiting to authorize the payments after return from TDY is not

policy and agencies may elect to process the actions at the beginning of the TDY period. Authorizations that are to be paid during the period of TDY must be entered in DCPDS as instructed in this document. Ensuring that the authorizations are terminated at the end of the TDY period is the responsibility of the servicing HR. Processing must be completed in a timely manner to prevent overpayment to the employee resulting in a debt to the Department or Agency.

B.   GENERAL PROCESSING INFORMATION for FOREIGN ALLOWANCES

1. Update and data storage for system-supported allowances is accomplished in People/Enter and Maintain (Combined Person & Assignment Form)/Assignment/Entries. A separate element is provided for each type of allowance supported by automated interface processes.   Historical allowance authorization information is viewable through the DCPDS date-track feature. Allowances and entitlements are identified in DCPDS as "Recurring" or "Non-Recurring". The screen also reflects the pay period dates based on the date to which the system is date tracked. You may view the entries by Processing Types, selecting Recurring, Nonrecurring, or Both.

2. The effective date of the authorization is set by date tracking to the appropriate effective date before beginning the update process. The authorization effective date will be reflected under the *Effective Dates From* column of the entry as shown in the example above. For further information about date tracking, please refer to the Defense Civilian Personnel Data System User Guide, Module 1, Chapter 4.

3. Each foreign allowance type that is authorized based on location includes a six-character location code to record the location applicable to Section 920 of DSSR. A List of Values (LOV) is attached to the location field that reflects six characters of the GSA-GEOLOC to the Section 920 location name.

4. The following table contains the action codes that will be used to control editing and payroll interface information. The action code (available in an LOV), are stored in the element entry, and control the results of subsequent actions. The table includes an expanded definition and usage explanation for each of the Action Codes applicable to allowance processes.

LOV VALUE	USAGE/DEFINITION
CANCEL	Used to cancel an erroneous authorization. Effective date of cancellation will be the same as the effective date of the action being canceled. Any payment of the allowance based on the action being canceled will be collected from the employee.
INITIATE	Identifies the initial establishment of the allowance authorization. A currently open element for the same allowance type may not exist when this action is specified.
MODIFY	Allows for changes to the allowance information with an effective date later than the initial authorization. Used following reconciliation, when the employee moves to a new residence, changes in number of dependents, etc. Not to be used to correct data back to the last action effective date (SEE CORRECT BELOW).
RESTART	Used to restart the allowance following suspension of payment for out of country or other temporary suspensions of payment. *Last Action Code* stored in the record must be "SUSPEND".
SUSPEND	Allows for temporary suspension of allowance payment when the employee is out of country or for other reasons not entitled to the allowance payment for a short period of time. Not to be used to document termination of the allowance because of relocation of the employee's duty assignment.
TERMINATE	Used to discontinue the allowance when the employee is no longer entitled to the payment because of changes in the authorizing conditions.
CORRECT	Corrects authorization information previously entered in DCPDS. The effective date of correction must be the same as the effective date reflected in the entry. May not be used to correct the effective date. If the effective date of the authorization is wrong, the action must be canceled and reinput.

5. When processing any new authorization or modification to an existing element, the system will ask you to specify whether the change is an "UPDATE" or "CORRECTION". For each of the action types above, EXCEPT "CORRECT", the "UPDATE" button should be selected. The action type "CORRECT" should be accomplished by clicking the "CORRECTION" button.

6. Some specific business rules have been incorporated into the system processes to ensure the validity of data and the appropriate use of last action values.

a. If *Last Action Code* "INITIATE" is selected, an existing authorization may not be present. Modification of an existing entitlement will be accomplished by designating "MODIFY". Non-numeric NOA 5EN will flow to DCPS to establish the allowance authorization in the payroll record.

b. If *Last Action Code* "MODIFY" is selected, the effective date (determined by date tracking) must be later than the *Effective Date From* date of the element. Only the data fields needing change should be input. Data not included in the update will remain unchanged and will be included in the

transaction provided to DCPS. Non-numeric NOA 5EC will flow to DCPS to modify the payroll record.

c. If "CANCEL" is selected, you must date track to the *Effective Date From* date of the element being canceled. NOA 001 will flow to DCPS to cancel the allowance authorization in the payroll record.

d. If "TERMINATE" is selected, the processing date must be later than the element *Effective Date From* date and the element *Effective Date To* date must be null.   Non-numeric NOA 5ED will flow to DCPS to terminate payment of the allowance.

e. If "CORRECT" is selected, the user must date-track to the effective date of the authorization being corrected. Only those data fields being corrected should be included in the transaction. The DCPS interface format will be similar to correction RPA processing in that only the data changed and required control data will be reflected in the interface transaction. NOA 002 will flow to DCPS to accomplish the correction in the payroll record.

f. If "SUSPEND" is selected, *Last Action Code* must be "INITIATE", "MODIFY", "RESTART", or "CORRECT'. The effective date controlled by date-track must be later than the *Effective Date From* date of the element being suspended. With this action, the authorization is not actually terminated in DCPDS, however, a non-numeric NOA 5ED will flow to DCPS to stop payment of the allowance.

g. If "RESTART" is selected, the *Last Action Code* must be "SUSPEND". The effective date of the entitlement being restarted must be later than the entitlement *Effective Date From* date stored in the record. If changes are required to authorization information, they may be accomplished at the time of the status change. Non-numeric NOA 5EN will flow to DCPS to restart payment of the allowance.

7.   There are instances when the user must manually terminate and end-date Foreign Allowance authorizations and the elements that store them. The following scenarios and procedures are provided for clarification of the required processing steps.

a. Automated processes in DCPDS provide for transfer of records between DoD agencies as well as change in appointing office (CAO) transactions and include the movement of the employee record information. The gaining HRO must carefully check to ensure the previous authorizations are end-dated in the person's assignment entries following completion of the personnel action to accomplish the assignment change. If the entry continues, it will be necessary to terminate the authorization through update of the element and end-date the element. The user must date-track to the

appropriate effective date, change the Last Action Code to "Terminate", save the entry, and then immediately click the Red-X to end-date the element.
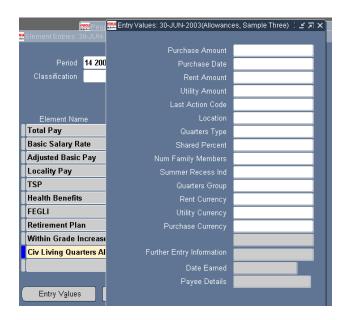
b. DCPS will continue to automatically terminate allowance payments based on the employee movement out of the assigned location code. In some cases, however, it is necessary to terminate the entitlement prior to the actual departure date. The appropriate effective date for earlier termination of the authorization must reflect the day following the day the payment is to be stopped. For example, the employee is returning to CONUS but moves from permanent living quarters into temporary living quarters a month before the actual departure from country. If the payment is to be made through 10 July, the termination action processed will reflect an effective date of 11 July. This will ensure the employee receives the proper allowance amounts for 10 July. The procedures reflected above for terminating and end-dating the authorization and element should be followed for this scenario as well.

8. Special processing steps are required when an action being taken modifies or corrects an allowance that has been terminated or modified with a subsequent effective date. The payroll system auto-roll process will process the modification or correction through all existing entitlement entries. This may result in the erroneous restart of a terminated entitlement or the inappropriate inclusion of corrected data into later authorizations. Immediately following completion of the intervening correction or modification, all subsequent PAY500 formats for the same allowance type must be sent to payroll again, in the proper processing sequence, using the Payroll Regeneration capability.

9. Entry of a Foreign Allowance authorization that resides in the payroll record, but NOT DCPDS requires careful coordination with the payroll office. The capability to update DCPDS without payroll interface of the information is not provided. The user must determine the start date of the entitlement in the payroll system and the location code that applies. Date Track to the payroll system entry start date and enter the allowance as usual. A PAY500 will be produced with NOAC 5EN. If subsequent modifications or termination of the authorized allowance is needed, process the follow-on actions in the order of their occurrence, date tracking to control the effective dates.

C. DCPDS PROCESSING GUIDANCE

1. Living Quarters Allowance (LQA)

a. The data fields shown on the sample LQA element below have been established in DCPDS to record LQA authorizations. A brief description of each data field and specific instruction as to value input or intent is provided.

DATA NAME	DEFINITION
PURCHASE AMOUNT	Records the purchase price of home. Amount recorded in US dollars converted from the foreign amount by the conversion rate in effect on the date of purchase; spaces if not applicable. DO NOT REDUCE FOR CO-OWNED QUARTERS - DCPS WILL COMPUTE SHARED AMOUNT. Input whole currency amount only, no decimal numbers.
PURCHASE DATE	Date 10-year period for purchased quarters begins. DD-MMM-YYYY
RENT AMOUNT	Rental Amount authorized. Amount reflects the total authorization for one year. Rent is to be computed for a 12 month period, multiply the monthly rate by 12, and entered as an annual amount regardless of the term of lease. Enter foreign currency amount; LEAVE BLANK if not applicable. *(See Note 1 for further guidance.) DO NOT REDUCE FOR SHARED QUARTERS - DCPS WILL COMPUTE SHARED AMOUNT. Input whole currency amount only, no decimal numbers. ** (See Note 2 Below for DSSR Definition of "RENT")

DATA NAME	DEFINITION
UTILITY AMOUNT	Total authorized for all utilities for one year. Enter foreign currency amount. DO NOT REDUCE FOR SHARED QUARTERS - DCPS WILL COMPUTE SHARED AMOUNT. Input whole currency amounts only, no decimal numbers. If no utility amount is requested, the field must be updated with zeroes.
LAST ACTION CODE	Values and uses are described in Section I.B. GENERAL PROCESSING INFORMATION for FOREIGN ALLOWANCES. LOV is attached to the field
LOCATION	Post location as defined in DSSR Section 920. LOV is attached to the field.
QUARTERS TYPE	Quarters are owned, co-owned, rented, or shared
SHARED PERCENT	Percentage of rent/utilities paid by the employee in shared quarters. No value need be entered if the quarters are not shared.
NUM FAMILY MEMBERS	Number of family members included in the authorization. This entry does not include the employee. May be 00 if appropriate.
SUMMER RECESS IND	FOR DoDEA USE ONLY: Specifies whether LQA payments do or do not continue during summer recess period
QUARTERS GROUP	Identifies the quarters group for LQA defined by Department of State. LOV is attached to the field
RENT CURRENCY	Type of currency recorded in RENT AMOUNT field; spaces if not applicable. LOV is attached to the field.
UTILITY CURRENCY	Type of currency recorded in UTILITY AMOUNT; spaces if not applicable. LOV is attached to the field.
PURCHASE CURRENCY	Type of currency recorded in PURCHASE AMOUNT field; spaces if not applicable. DSSR requires Purchase amount to be recorded in US Dollars. LOV is attached to the field.

*Note 1: Annual rental amount authorized must be recorded to this field whether or not the amount has been paid to the employee in advance. DCPS will determine the pay period advance reimbursement amount based on the annual authorized amount.

**Note 2: Extract from DSSR Definition of "RENT": "When approved by the head of agency as necessary to provide such living quarters, rent may include in addition to the basic annual rental, the cost of: (1) rental of garage space for one car only for each employee, at not to exceed 25 percent of the employee's applicable maximum annual quarters allowance rate, regardless of whether such space is included with the quarters; (2) separate rental of necessary furniture at not-to- exceed 25 percent of the applicable maximum annual quarters allowance rate, meaning rental of necessary basic furniture and/or equipment, etc., but exclusive of pianos, other musical instruments, radios, television sets, etc. from source other than the landlord (rental of furniture and/or space from the same source under two agreements or contracts is considered to be rental of "furnished quarters"); (3) insurance on the property and/or furnishings so rented, if such insurance is required by local law to be paid by the

lessee; (4) agent's fee with authorizing officer certifying that fee is customary, reasonable, and legal under local law; (5) interest on a loan from an American institution to finance "key money" paid to a landlord; (6) garbage and trash disposal; and (7) mandatory as opposed to optional fees required for maintenance of common areas ("condominium fees")."   Based on this definition, annual amounts for these rentals/fees should be included in the LQA-AMT-RENT field. If one-time payments are appropriate, the payment will be made from the SF-1190 with no entry into DCPDS.

LISTS OF VALUES FOR LQA DATA FIELDS

Following are the lists of values associated with Quarters Type and Quarters Group. LOVs are also provided for Currency Type, however, the table is too large to display in this document.

QUARTERS TYPE LIST OF VALUES

INTERFACE CODE	LIST OF VALUES
	NOT APPLICABLE (SPACE)
1	OWNED
2	CO-OWNED
3	RENTED
4	SHARED

QUARTERS GROUP LIST OF VALUES

INTERFACE CODE	LIST OF VALUES
	NOT APPLICABLE (SPACE)
1	Chief of Mission/Career Ambassador
2	SFS/FS 01-02/SES/SL/ST/GS 14-15
3	FS 03-05/GS 10-13/WG 14-15/WL 12-15/WS 11-19/DODDS Sch C BA Degree Step 4 and Above/SCH D - F, K, L, and M - O
4	FS 06-09/GS 01-09/WG 01-13/WL 01-11/WS 01-10/DODDS Sch C BA Degree Step 1-3

LOCATION and CURRENCY lists of values are too large to show in this document. Please review those LOVs within the system, if necessary.

2. Post Allowance (PAL)

a. The data fields shown on the sample element below have been established in DCPDS to record post allowance authorizations. The element was erroneously named "POST DIFFERENTIAL AMOUNT" at development, but will be changed to reflect the appropriate title at a later date. A brief description of each data field and specific instruction as to value input or intent is provided.

DATA NAME	DEFINITION
AMOUNT	THIS FIELD MUST BE LEFT BLANK ON ALL ACTIONS. FIELD IS NOT USED BY DOD.
LAST ACTION CODE	Values and uses are described in Section I.B. GENERAL PROCESSING INFORMATION for FOREIGN ALLOWANCES. LOV is attached to the field.
LOCATION	Post location as defined in DSSR Section 920. LOV is attached to the field.
NUM FAMILY MEMBERS	Number of family members included in the authorization. This figure includes the employee and must be at least 01.

3. Danger Pay (DPY)

a. The data fields shown on the sample Danger Pay element have been established in DCPDS to record authorizations. A brief description of each data field and specific instruction as to value input or intent is provided.

DATA NAME	DESCRIPTION
LAST ACTION CODE	Values and uses are described in Section I.B. GENERAL PROCESSING INFORMATION for FOREIGN ALLOWANCES. LOV is attached to the field.
LOCATION	Post location as defined in DSSR Section 920. LOV is attached to the field.

4. Imminent Danger Pay (IDP)

a. This element records "Danger Pay under DSSR 652g" commonly referred to as "Imminent Danger Pay". This allowance is granted to civilian employees who accompany US military forces designated by the Secretary of Defense as eligible for imminent danger pay.

b. Imminent Danger Pay is a one-time whole dollar amount payment. Authorization cannot be processed if the employee is already drawing Danger Pay. As documented in the 27 Feb 1996 OASD Memorandum, subject "Interim Procedures for Payment of Danger Pay Allowance Under DSSR Section 652g" the following procedures are in effect for authorizing the entitlement.

1). An employee on detail to an area designated for danger pay is entitled to the allowance for the first 42 consecutive days. On the 43rd day, the employee becomes eligible for the post differential designation for the post.

2). Imminent Danger Pay will be calculated as a daily rate and paid on a monthly basis. Daily rates will be determined by dividing $150 (or the actual authorized amount if different) by the number of days in the month on location. This rate will change based on the number of days in a month. For periods of less than a month, an employee is entitled to the daily rate times the number of days in the month the employee is in the allowance area.

c. Element "Imminent Danger Pay" has been changed to pay type "Non-Recurring". This change eliminates the need to terminate or end-date the authorization before a new entry can be processed.

d. Historical IDP authorizations may be accessed in Element "Imminent Danger Pay Obsolete". Corrections may be made to those entries as necessary. The obsolete entry may not be used for new IDP authorizations.

e. The following data fields have been established in DCPDS to record Imminent Danger Pay authorizations. A brief description of each data field and LOV references, if applicable, are provided.

DATA NAME	DESCRIPTION
AMOUNT	Amount is reflected as whole American dollars.
LOCATION	Post location as defined in DSSR Section 920. LOV is attached to the field.
LAST ACTION CODE	Values and uses are described in Section I.B. GENERAL PROCESSING INFORMATION for FOREIGN ALLOWANCES. LOV is attached to the field.

5. Separate Maintenance Allowance (SMA)

a. The following data fields have been established in DCPDS to record Separate Maintenance Allowance authorizations. A brief description of each data field and LOV references, if applicable, are provided. The amount field is not to be updated by DoD users. Amount of payment is determined in the payroll system based on the Category code and current Department of State tables.

DATA NAME	DESCRIPTION
CATEGORY	SEE LIST OF VALUES BELOW. LOV is attached to the field.
LAST ACTION CODE	Values and uses are described in Section I.B. GENERAL PROCESSING INFORMATION for FOREIGN ALLOWANCES. LOV is attached to the field.

SEPARATE MAINTENANCE ALLOWANCE CATEGORY LIST OF VALUES

INTERFACE CODE	LIST OF VALUES
	NOT APPLICABLE (SPACE)
1	1 CHILD ONLY
2	2 OR MORE CHILDREN
3	1 ADULT ONLY
4	1 ADULT AND 1 ADDITIONAL FAMILY MEMBER
5	1 ADULT AND 2 OR 3 ADDITIONAL FAMILY MEMBERS
6	1 ADULT AND 4 OR MORE ADDITIONAL FAMILY MEMBERS

6. Post Differential (PDF)

a. Post differential is recorded in DCPDS to document the employee is entitled to the percentage authorized by Department of State. The percentage is not recorded as it is updated by DCPS based on Department of State increases and decreases on a pay period basis.

b. The data fields shown on the sample element have been established in DCPDS to record post differential authorizations. The element was named "POST DIFFERENTIAL PERCENT" at development, but may be changed to reflect the appropriate title at a later date. A brief description of each data field and specific instruction as to value input or intent is provided.

DATA NAME	DESCRIPTION
PERCENT	THIS FIELD MUST BE LEFT BLANK ON ALL ACTIONS. FIELD IS NOT USED BY DOD.
LAST ACTION CODE	Values and uses are described in Section I.B. GENERAL PROCESSING INFORMATION for FOREIGN ALLOWANCES. LOV is attached to the field.
LOCATION	Post location as defined in DSSR Section 920. LOV is attached to the field.

7. Home Leave (HML)

a. The following data fields have been established in DCPDS to record Home Leave authorizations. A brief description of each data field and LOV references, if applicable, are provided.

DATA NAME	DESCRIPTION
ELIGIBLITY DATE	Date the employee will be eligible to begin using Home Leave YYMMDD
ACCRUAL DAYS PER YEAR	Number of days of Home Leave accrued each year.
LAST ACTION CODE	Values and uses are described Section I.B. GENERAL PROCESSING INFORMATION for FOREIGN ALLOWANCES. LOV is attached to the field.
DAYS AUTHORIZED	THIS FIELD MUST BE LEFT BLANK ON ALL ACTIONS. FIELD IS NOT USED BY DOD.

D. PAYROLL INTERFACE SPECIFICATIONS:

1. Foreign Allowance data is provided to payroll through electronic interface using the standard 500-character format. This data writes to the format only for transactions that update the specific allowance group and will be blank for all other interface transactions. The following table reflects the format positions used for Foreign Allowance data.

FORMAT POSITION	SIZE	DATA NAME
51	1	SMA-CATEGORY
111	3	LQA PURCHASE CURRENCY Or LQA RENT CURRENCY
161	10	LQA PURCHASE AMOUNT Or LQA RENT AMOUNT
201	1	LQA QUARTERS TYPE
211	1	LQA SUMMER RECORD IND
219	7	DEP-AMOUNT
308	6	LQA LOCATION Or PAL LOCATION Or DPY LOCATION Or PDF LOCATION Or DEP LOCATION
314	2	LQA NUM FAMILY MEMBERS Or PAL NUM FAMILY MEMBERS
332	1	LQA QUARTERS GROUP
357	2	LQA SHARED PERCENT
403	3	LQA UTILITY CURRENCY
453	10	LQA UTILITY AMOUNT

2. The "nature of action code" that is written to the payroll interface transaction is derived by the system based on the value input to *LAST ACTION CODE*.   The following values are appropriate:

IF *LAST ACTION CODE* IS:	THEN *NOAC* WILL BE:
INITIATE or RESTART	5EN – Establish a new authorization
MODIFY	5EC – Modify an authorization with a new effective date
TERMINATE OR SUSPEND	5ED - Terminate an authorization
CANCEL	001 *See note – Cancel the authorization
CORRECT	002 *See note – Correct the authorization

*Note: Position 305-307, CORRECTED NOA, of the 500-character format will reflect "5EN" for correction or cancellation of Foreign Allowance transactions.

3. DCPDS also generates the appropriate value for payroll interface 500-character format position 210, EMPL-ENTITLEMENT. The Foreign Allowance type determines the value that will be provided to DCPS.

IF ELEMENT UPDATED IS:	THEN EMPL-ENTITLEMENT WILL BE:
Living Quarters Allowance	E
Post Allowance	F
Danger Pay	R
Separate Maintenance Allowance	H
Post Differential	G
Imminent Danger Pay	B
Home Leave	W

E. AUTOMATED LQA RECONCILIATION PROCESS

1. In accordance with Department of State Standardized Regulation (DSSR) Section 077.2, reconciliation of the amounts paid an employee for Living Quarters Allowance to the amounts the employee has actually expended is required for the following circumstances.

    a. Employee initially occupies economy quarters in the preceding twelve-month period.

    b. Employee changes economy quarters in the preceding twelve-month period.

    c. Employee may request reconciliation at any time.

    d. More frequent reconciliation may be deemed necessary as indicated in Section 134.16 of the DSSR because of excessive fluctuation in utilities or other quarters costs.

2. When authorizations are established for utilities and other quarters expenses, the amounts are estimated based on previous histories of the quarters or other reasonably reliable comparisons to similar quarters in the area. The reconciliation process allows for review of actual expenditures to equalize the authorizations after the first year. Generally, there will be no change in the rent amounts authorized if the original authorization was based on a lease that covered the term of residence.

3. **BEFORE YOU BEGIN**: Ensure the LQA authorization is present in the employee's DCPDS record with the appropriate beginning date reflected in the element *Effective Date From* date. Proceed with the appropriate instructions in paragraph 4.

4. Following the procedures outlined below will accomplish electronic submission of actual expended amounts.   The payroll technician must intervene to roll the amounts forward. The process allows for electronic adjustments to determine over or under payment during the previous authorization period resulting in faster payment of amounts due the employee and debt processing when necessary.

    a. The period of reconciliation will be from the date of current authorization reflected in the element entry and the end of pay period (see *Note 1*) in which the reconciliation is completed. If the period of reconciliation covers more than one authorization period, each element entry will be corrected to reflect the re-determined authorization amounts.

    b. Upon completion of a review of appropriate receipts or statements and compilation of expended amounts select the appropriate situation from below and complete the steps as indicated.

LQA Reconciliation Processing Steps, Situation 1

In this situation the employee assignment date is earlier than the LQA authorization date. This record converted to modern DCPDS before the system repair was made to store the entry with the actual LQA beginning date, thus requiring an additional step to resolve the authorization date issue first. The example provided below reflects dates used for the example record only. User must insert the correct dates for the employee record being reconciled.

Example Record Considerations:

Employee assignment date is 30 July 1999
LQA authorization origination date is 1 Oct 1999
Authorization has not been modified or changed since initiated
Conversion from legacy system to DCPDS established the LQA entry with a start date of 30 Jul 1999

Step 1: Resolve the erroneous element start date

+ Navigate to People / Combined Person & Assignment Form / Assignment / Entries / Civ Living Quarters Allowance
+ Date track to the erroneous element start date (30-Jul-1999) use CTRL F11 to refresh the entries
+ Change the *Last Action Code* to "CANCEL"
+ When decision box appears click "CORRECTION"
+ Click Save - - Save will produce PAY500 with NOA 001, effective date of 30 July 1999 and Corrected NOA 5EN
+ Click the RED X to delete the entry.
+ When asked if you really want to delete the record click YES
+ When asked "End Date" or "Purge", select "End Date"
+ Again click Save to store the end-dated entry
+ Date Track to the ACTUAL LQA Authorization Start Date (1-Oct-1999), use CTRL F11 to refresh the entries
+ Select the first empty entry line on the screen, open the LOV, and select Civ Living Quarters Allowance
+ Click Entry Values to open the DDF
+ Populate the correct data for the entry. (Show the last action value as Initiate)
+ Save the entry by clicking the Save button. PAY500 with NOA 5EN and actual effective date will be created
+ Reset the date-track to the current date, refresh the entries screen (CTRL F11) and verify the Civ Living Quarters Allowance entry values and *Effective Date From* date.

Step 2: Correct the original authorization data based on the receipts provided by employee

+ Reconciliation update is done as of the date of the authorization. Date track to 1-Oct-1999 and hit CTRL F11 to refresh the entries.

+ Select Civ Living Quarters Allowance and open the Entry Values
+ Key in the corrected Rent or Utilities amount and hit TAB key
+ When option box appears, select "Correction"
+ Change *Last Action Code* to "Correct"
+ Save the entry. PAY500 will be produced with NOA 002 and effective date equal to the date to which date-tracked. Corrected NOA reflects 5EN.

Step 3: Establish the revised authorization effective immediately following the reconciliation period

+ Date track to 1 April 2001 and hit CTRL F11 to refresh the view
+ Last Action value will be "Modify"
+ Update the fields that require revision to newly authorized amounts (rent and/or utilities)
+ Save the entry
+ The modification will set the record for the next payment and reconciliation period

END OF SITUATION 1 PROCESSING

LQA Reconciliation Processing Steps, Situation 2

In this situation the employee assignment is later than the LQA authorization date. Deployment to modern took place after the assignment start date and the previous assignment does not already exist in the modern database. This record converted to modern DCPDS **before** the system repair was made to store the entry with the actual LQA beginning date, thus requiring an additional step to resolve the authorization date. The example provided below reflects dates used for the example record only. User must insert the correct dates for the employee record being reconciled.

Example Record Considerations:

Employee assignment date is 25 Feb 2001
LQA authorization origination date is 1 Jan 2000
Reconciliation Period is 1 Jan 2000 thru 31 Dec 2000
Authorization has been modified or changed since initiated 1 Sep 2000
Conversion from legacy to modern established the LQA entry with a start date of 25 Feb 2001

Step 1: Establish the employee assignment that existed on 1 Jan 2000

+ Identify or establish a position record matching the position of assignment as of the 2000 date
+ Using the 911 Record Reconstruct capability, create the assignment that was in effect on the date of the LQA authorization

Step 2: Insert the LQA Authorization as it existed on 1 Jan 2000

+ Navigate to People Combined Person & Assignment Form / Assignment / Entries
+ Date Track to 1 Jan 2000, press CTRL F11 to refresh the entries
+ Click into the first available entry field and select Civ Living Quarters Allowance from the LOV
+ Last Action value will be "Initiate"
+ Update all fields with the values that applied as of 1 Jan 2000. If the values were a result of reconciliation rather than a new authorization, be sure to put in the newly authorized amounts determined by the reconciliation process.
+ Save the entry. NOAC 5EN will be written to payroll and should not modify the existing authorization. Action accuracy is critical in this process.

Step 3: Resolve the erroneous element start date

+ Navigate to People / Combined Person & Assignment Form / Assignment / Entries / Civ Living Quarters Allowance
+ Date track to the erroneous element start date (25 Feb 2001). Use CTRL F11 to refresh the entries
+ Change the *Last Action Code* to "CANCEL"

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+ When decision box appears, click "CORRECTION"
+ Click Save - - Save will produce PAY500 with NOA 001, effective date of 25 Feb 2001 and Corrected NOA 5EN
+ Click the RED X to delete the entry
+ When asked if you really want to delete the record click YES
+ When asked "End Date" or "Purge", select "End Date"
+ Again click Save to store the end-dated entry
+ Date Track to the ACTUAL LQA Authorization Start Date (1-Sep-2000). Use CTRL F11 to refresh the entries
+ Select the first empty entry line on the screen, open the LOV, and select Civ Living Quarters Allowance
+ Click Entry Values to open the DDF
+ Populate the correct data for the entry. (Show the last action value as Modify)
+ Save the entry by clicking the Save button. PAY500 with NOA 5EC and actual effective date will be created.
+ Reset the date-track to the current date, refresh the entries screen (CTRL F11) and verify the Civ Living Quarters Allowance entry values and *Effective Date From* date.
+ This action will end date the 1 Jan 2000 entry.

Step 4: Correct the original authorization data based on the receipts provided by employee

+ Reconciliation update is done as of the date of the authorization. Date track to 1-Jan-2000 and hit CTRL F11 to refresh the entries.
+ Select Civ Living Quarters Allowance and open the Entry Values
+ Key in the corrected Rent or Utilities amount and TAB to the next field
+ When option box appears, select "Correction"
+ Change *Last Action Code* to "Correct"
+ Save the entry. PAY500 is produced with NOA 002 and effective date equal to the date to which date-tracked Corrected NOA reflects 5EN.
+ Date track to the modification entry date (1-Sep-2000) and use CTRL F11 to refresh the entries
+ Select Civ Living Quarters Allowance and open the Entry Values
+ Key in the corrected Rent or Utilities amount and hit TAB key
+ When option box appears, select "Correction"
+ Change *Last Action Code* to "Correct"
+ Save the entry

All entries applicable to the reconciliation period must be updated in this fashion. Be sure the sequence of update is oldest to newest.

Step 5: Establish the revised authorization effective immediately following the reconciliation period

+ Date track to 1-Jan-2001 and use CTRL F11 to refresh the view
+ Last Action value will be "Modify"

+ Update the fields that require revision to newly authorized amounts (rent and/or utilities)

+ Save the entry

+ The modification will set the record for the next payment and reconciliation period

END OF SITUATION 2 PROCESSING

LQA Reconciliation Processing Steps, Situation 3

In this situation the employee assignment is later than the LQA authorization date. Deployment to modern took place after the assignment start date and the previous assignment does not already exist in the modern database. This record converted to modern DCPDS **after** the system repair was made to store the entry with the actual LQA beginning date. The example provided below reflects dates used for the example record only. User must insert the correct dates for the employee record being reconciled.

Example Record Considerations:

Employee assignment date is 25 Feb 2001
LQA authorization origination date is 1 Jan 2000
Reconciliation Period is 1 Jan 2000 thru 31 Dec 2000
Conversion from legacy to modern established the LQA entry with a start date of 1 Jan 2000.

Step 1: Establish the employee assignment that existed on 1 Jan 2000

+ Identify or establish a position record matching the position of assignment as of the 2000 date
+ Using the 911 Record Reconstruct capability, create the assignment that was in effect on the date of the LQA authorization

Step 2: Correct the original authorization data based on the receipts provided by employee

+ Reconciliation update is done as of the date of the authorization. Date track to 1-Jan-2000 and use CTRL F11 to refresh the entries.
+ Select Civ Living Quarters Allowance and open the Entry Values
+ Key in the corrected Rent or Utilities amount and TAB to the next field
+ When option box appears, select "Correction"
+ Change *Last Action Code* to "Correct"
+ Save the entry. PAY500 is produced with NOA 002 and effective date equal to the date to which date-tracked Corrected NOA reflects 5EN
+ Date track to the modification entry date (1-Sep-2000) and hit CTRL F11 to refresh the entries
+ Select Civ Living Quarters Allowance and open the Entry Values
+ Key in the corrected Rent or Utilities amount and hit TAB key
+ When option box appears, select "Correction"
+ Change *Last Action Code* to "Correct"
+ Save the entry

Step 3: Establish the revised authorization effective immediately following the reconciliation period

+ Date track to 1-Jan-2001 and use CTRL F11 to refresh the view
+ Last Action value will be "Modify"
+ Update the fields that require revision to newly authorized amounts (rent and/or utilities)
+ Save the entry
+ The modification will set the record for the next payment and reconciliation period

<div align="center">

END OF SITUATION 3 PROCESSING

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Note 1: Accomplishing reconciliation through the end of pay period may not be appropriate for LQA termination reconciliation. In that case, the last date of LQA payment will be appropriate. In addition, a reconciliation that results from occupation of a different residence will be through the day before the authorization for the new residence is effective.

COMMENT: Reverse interface processes that accumulated LQA payment amounts in DCPDS for use in the reconciliation process are no longer required with implementation of the electronic reconciliation procedures provided in this section. System changes will be requested in both DCPDS and DCPS to discontinue the processes. Documentation of related items have been removed from this processing guide.

II. ENTITLEMENTS PROCESSING

A. INTRODUCTION

1. Entitlements Processes allow for authorizations of additional pay entitlements that are not reflected on the Notification of Personnel Action, SF-50, or through Foreign Allowances processes. Some of the special pay types are authorized based on the location of the assignment while others are related to the type of work the employee does. Most of the entitlements are documented in 5 CFR 591 and should not be confused with those authorized by the Department of State Standardized Regulation (DSSR).

2. The documentation and information provided herein does not constitute policy nor does it relieve the user of responsibility to obtain current authorization information from Office of Personnel Management documentation, DoD instructions and guidance, or agency policy determinations. The intent of this document is to provide DCPDS processing instruction to ensure accurate and consistent maintenance of allowance and entitlement data across the Department of Defense.

3. New processes may be defined for inclusion in the automated interface process only after coordination between CPMS Functional Requirements staff and Defense Finance and Accounting Service (DFAS) Systems Management Office (SMO) to ensure methods, values, and results are appropriate for system compatibility. This essential coordination is also required for temporary workaround processes that may be required because of unique record conditions or system functionality interruptions.

B. GENERAL PROCESSING INFORMATION for ENTITLEMENTS

1. Update and data storage for Entitlements is accomplished in People/Enter and Maintain (Combined Person & Assignment Form)/Assignment/Entries. Numerous entitlement types may be authorized using the "Entitlement" element. If more than one type is authorized, a separate entitlement element will be created for each type. Historical entitlement authorization information is viewable through DCPDS date-track feature. Entitlements are identified in DCPDS as "Recurring", indicating that they are on-going bi-weekly payment amounts.

2. Some of the entitlement types described in this section are for the specific use of a single agency. Edits may be in place to ensure that only employees assigned to the authorized agency are granted the entitlement, however, users must take care to select appropriate types for your agency.

3. The following table provides a description of the entitlement types that may be authorized. Some of the entitlements are specific to certain agencies. Where possible, the table provides the applicable agency(s).

ENTITLEMENT NAME	DESCRIPTION	AGENCY
Benefit Allowance GTMO	Allowance for employees in Cuba only. Citizenship must be "5".	Navy
COLA	Cost of Living Adjustment authorized by 5 CFR Part 591. Locations covered include Alaska, American Samoa, Canton and Enderbury Islands, Puerto Rico, Virgin Islands, Guam, Northern Mariana Islands, Hawaii, Howland, Baker, and Jarvis Islands, Johnston Island and Sand Island, Kingman Reef, Midway Islands, Navassaa Island, Palmyra Atoll, and Wake Island. Authorized as a percentage based on Comparative Index ranges.	
Education Allowance Education Travel	**DO NOT USE:** This entitlement type is not supported by automated process in DCPS. Manual Submission is required.	
Extra Duty (Dorm Supervisor)	Annual pay amount given to teachers who also have responsibilities as Dormitory Supervisors.	DoDEA
Extra Curricular Activity/Stipend	Annual Pay amount granted to teachers who also sponsor extra curricular activities.	DoDEA
Foreign Language Proficiency Pay (FLPP)	**DO NOT USE:** Authorization must be processed with NOA 926 or 873. Will be removed from the LOV.	

ENTITLEMENT NAME	DESCRIPTION	AGENCY
Foreign Transfer Allowance	**DO NOT USE:** This item is being removed from the entitlements fields. A separate Foreign Allowance Process is in development.	
Fringe Benefits	This entitlement is for the exclusive use of Army Corp of Engineers. Refer to Army documentation for further information.	Army
Inconvenience/Hardship Allowance	**DO NOT USE:** This entitlement type is not supported by DCPS. Will be removed from the LOV.	
Non-Foreign COLA	**DO NOT USE:** This entitlement type is not supported by DCPS. Will be removed from the LOV.	
Non-Foreign Post Differential	Cost of Living Adjustment authorized by 5 CFR Part 591. Locations covered include American Samoa, Guam, Northern Mariana Islands, Johnston Island Midway Islands, and Wake Island.	
Physicians Comparability Allowance	Authorized by 5 CFR 595, additional pay granted Physicians and Dentists for recruitment and retention purposes. The entitlement is intended to ensure DoD employees' pay is comparable to private industry professionals in the area.	
Recruitment Incentive	Special recruitment incentive authorized for Guam, American Samoa, Navassa Island, Northern Mariana Island, Marcus Island, Jarvis Island, Baker Island, Howland Island, Johnston Atoll, Kingman Reef, Palmyra Atoll, Midway Islands, Puerto Rico, Virgin Islands, and Wake Island only. The second character of the Location Code must be "Q".	
Remote Site-Offshore Allowance	Remote worksite allowances are authorized by 5 USC 592 Subpart C.	Navy
Separate Maintenance Allowance	**DO NOT USE:** This item is being removed from the entitlements fields. A separate Foreign Allowance Process exists to manage this allowance.	
Special Retention Allowance	This entitlement is authorized for University of Health Sciences (NV18) employees only. Refer to Navy guidance for additional information.	Navy

ENTITLEMENT NAME	DESCRIPTION	AGENCY
Subsistence Expense Allowance (SEA)	**DO NOT USE:** Subsistence Expense is a portion of Foreign Transfer Allowance or Home Transfer Allowance. Will be removed from the LOV.	
Temporary Quarters Subsistence Allowance (TQSA)	Authorized by DSSR, TQSA is authorized in 30 day increments upon arrival at a new post or immediately preceding departure from a post. This entitlement type should not be used to authorize a non-recurring (one-time or lump sum amount) payment authorization.	
Transportation Allowance	**DO NOT USE:** This entitlement type is not supported by DCPS. Will be removed from the LOV.	

4. Each Entitlement Type will be authorized as EITHER a percentage or amount. When amounts are entered, they may be whole dollars or dollars and cents, depending on the entitlement type. Amounts should be reflected as annual or hourly based on the employee's pay basis. The table below identifies the value format required for each entitlement type and maximum entry size, if applicable. Percentages are reflected with two decimal places in most cases.

ENTITLEMENT NAME	INPUT FORMAT	EXAMPLE (maximum field size is indicated)
Benefit Allowance GTMO	Annual Amount OR Hourly Amount based on assigned Pay Plan.	DDDDD.CC DD.CC
COLA	Percentage	##.##
Extra Duty (Dorm Supervisor)	Annual Whole Dollar Amount	DDDDD
Extra Curricular Activity/Stipend	US Dollar Amount	DDD.CC
Fringe Benefits	Hourly Amount	DDDDD.CC
Non-Foreign Post Differential	Percentage	##.##
Physicians Comparability Allowance	Annual Dollar Amount	DDDDD.CC
Recruitment Incentive	Percentage	##.##
Remote Site-Offshore Allowance	Daily Dollar Amount	DDDDD.CC
Special Retention Allowance	Annual Amount	DDDDD.CC
Subsistence Expense Allowance (SEA)	Daily Dollar Amount	DDDDD.CC
Temporary Quarters Subsistence Allowance (TQSA)	Daily Dollar Amount	DDDDD.CC

5. DCPDS also generates the appropriate value for payroll interface 500-character format position 210, EMPL-ENTITLEMENT. The entitlement name selected from the LOV determines the value that will be provided to DCPS.

ENTITLEMENT NAME	THEN EMPL-ENTITLEMENT WILL BE:
Benefit Allowance GTMO	L
COLA	C
Education Allowance Education Travel	2
Extra Duty (Dorm Supervisor)	Z
Extra Curricular Activity/Stipend	Y
Fringe Benefits	A
Non-Foreign Post Differential	D
Physicians Comparability Allowance	M
Recruitment Incentive	O
Remote Site-Offshore Allowance	N
Special Retention Allowance	S
Subsistence Expense Allowance (SEA)	I
Temporary Quarters Subsistence Allowance (TQSA)	J
Tropical Differential	K

C. UPDATE PROCEDURES FOR ENTITLEMENTS

1. Update and data storage for Entitlements is accomplished in People/Enter and Maintain (Combined Person & Assignment Form)/Assignment/Entries. A separate element is established for each entitlement type.   Historical authorization information is viewable through the DCPDS date-track feature. All entitlements are identified in DCPDS as "Recurring". The screen also reflects the pay period dates based on the date to which the system is date tracked.

2. Effective date of the authorization is set by date tracking to the appropriate effective date before beginning the update process. The authorization effective date will be reflected under the Effective Dates From column of the entry. For further information about date tracking, please refer to the Defense Civilian Personnel Data System User Guide, Module 1, Chapter 4.
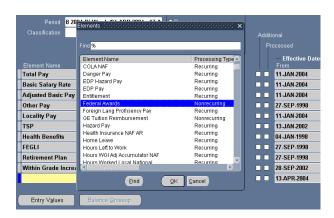
ENTERING A NEW AUTHORIZATION

1. Authorization of a new Entitlement is completed directly in the employee's Assignment/Entries. Navigate to the entries screen and place your cursor in the first available Element Name field. If no field is available, add a new field by placing your cursor on any existing field and clicking the green plus button.

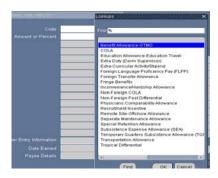Place your cursor in the open field.

2. Open the Element Name List of Values and select "Entitlement".

3. With the Entitlement entry highlighted, click Entry Values button to open the window for data entry.

4. Open the List of Values for the Code field and select the appropriate entitlement type being authorized.

5. Enter the amount or percentage using the table provided in the General Processing Information section to determine the appropriate number of characters and format.

6. Some of the entitlement types are intended for specific agencies. Business rules have been provided to minimize erroneous authorizations. If your agency is not authorized use of an entitlement, the following error message will be provided.

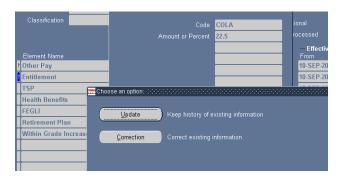7.   Save the entry and confirm the update at the bottom of the window.

FRM-40400: Transaction complete: 1 records applied and saved.

8. You may now exit the record and verify the PAY500 output. Be certain to verify the correct EMPL-Entitlement Value is written and that the amount or percent is correctly formatted without decimal point or other special characters. NOAC will be 5EN.

CORRECTING AN EXISTING AUTHORIZATION

1. As with a new authorization, date track is critical to control of effective date and update result. The term "Correct" means that the original authorization reflected either a wrong entitlement type or amount/percent value. The absence of an action indicator in the Entitlement area requires that the user be accurate in the process being done to ensure the appropriate NOAC to the payroll interface.

2. Navigate to the Assignment / Entries and date track to the *Effective Date From* value reflected for the Entitlement being corrected.

3. When the new values are entered, the system will ask you to specify whether the action being taken is a correction or update. Select the Correction button.

4. Save the entry and confirm the update at the bottom of the window.

FRM-40400: Transaction complete: 1 records applied and saved.

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5. You may now exit the record and verify the PAY500 output. Be certain to verify the correct EMPL-Entitlement Value is written and that the amount or percent is correctly formatted without decimal point or other special characters. NOAC will be 5EC.

MODIFYING AN EXISTING AUTHORIZATION

1. As with a new authorization, Date Track is critical to control of effective date and update result. The term "Modify" means that the authorization is being changed to reflect a different amount/percent value at a point in time AFTER the original authorization. The absence of an action indicator in the Entitlement area requires that the user be accurate in the process being done and the intent of the change.

2. Navigate to the Assignment / Entries and date track to the effective date of the new value being entered.

3. When the new values are entered, the system will ask you to specify whether the action being taken is a correction or update. Select the Update button.

4. Save the entry and confirm the update at the bottom of the window.

FRM-40400: Transaction complete: 1 records applied and saved.

5. You may now exit the record and verify the PAY500 output. Be certain to verify the correct EMPL-Entitlement Value is written and that the amount or percent is correctly formatted without decimal point or other special characters. NOAC will be 5EN.

TERMINATING AN EXISTING AUTHORIZATION

1. As with the other processes, Date Track is critical to control of effective date and update result. The term "Terminate" means that the authorization is being ended at a point in time AFTER the original authorization. The absence of an action indicator in the Entitlement area requires that the user be accurate in the process being done to ensure the appropriate NOAC to the payroll interface. The intent of the termination is to close the existing entry and NOT start a new one. The procedures provided here will accomplish the intent and properly document the action to payroll.

2. Navigate to the Assignment / Entries and date track to the effective date of the entitlement termination.

3. The element entry will not be opened to accomplish the termination. The values in the entry should remain for historical purposes. After selecting the entry to be terminated, click the RED X.

4. The system will question your intent to delete the entry with the following message. Click the Yes button.

5. You will then be prompted to specify whether the entry is to be End-Dated or Purged. Select the End Date button to accomplish the termination. Pay affecting entries may not be purged and business rules are provided to prohibit use of the Purge button for Entitlement entries.

6. The Entitlement entry disappears from the screen temporarily. Click the save button to complete the termination action and refresh the view (CNTL F11) to view the end-dated Entitlement entry.

FRM-40400: Transaction complete: 1 records applied and saved.

Element Name	Processing Type	Costing	Reason	[ ]	Effective Dates From	To
Total Pay	Recurring				11-JAN-2004	
Basic Salary Rate	Recurring				11-JAN-2004	
Adjusted Basic Pay	Recurring				11-JAN-2004	
Other Pay	Recurring				10-SEP-2000	
Entitlement	Recurring				22-FEB-2004	03-APR-2004
Locality Pay	Recurring				14-JAN-2001	
TSP	Recurring				01-JUL-2001	
Health Benefits	Recurring				30-APR-1998	
FEGLI	Recurring				10-SEP-2000	

7. You may now exit the record and verify the PAY500 output. Be certain to verify the correct EMPL-Entitlement Value is written and that the amount or percent is correctly formatted without decimal point or other special characters. NOAC will be 5ED.

CREATING OR CORRECTING AN HISTORICAL ENTITLEMENT ENTRY

1. The processes and procedures documented for current entitlement entry management apply to historical or missing entries as well. There is one significant consideration that will impact the ability to successfully process. The employee record must reflect an assignment history as of the date of the entitlement action being entered. The scenarios described here should only apply rarely as most agencies have been in DCPDS for a significant enough time to have assignment history in place to support entitlement authorizations. An exception may be the recently centralized databases that were processed through the DCPDS M2M procedures.

2.   Creating an entry that should have existed in the record previously must be evaluated to determine the impact on the payroll system as well as how DCPDS history must be stored.

a.   If the entry has never been updated at the payroll system, normal entry to DCPDS with payroll interface flow is necessary. The employee's assignment history will have to be created through the DoD reconstruct process before the entitlement authorization can be accomplished.

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b. If the entry has already been populated to the payroll system and the employee has been properly paid, the entry may be stored in DCPDS as of the earliest assignment start date. The payroll system will not be adversely impacted by this update because the 5EN transaction will simply overlay the existing authorization with the new effective date.

3. Correcting an entry that carries an effective date earlier than the earliest assignment start date also requires review to determine impact to both DCPDS and the payroll system.

a. If the corrected value must be interfaced to payroll for retroactive processing, the employee's assignment history will have to be created through reconstruct followed by the corrective action.
b. If the correction is not needed at payroll, the action may be handled in DCPDS as a modification with an effective date equal to that of the earliest assignment.